

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
Graduate Council Minutes
December 3, 2008

Members Present: Hunter, Kuralt, McAlpine, Swingen, Syler, Dickerson, Lindsay, Wood, Anderson, Bhattacharyya, James, Gentry, Moak, Turturro, Grace

Members Absent: Bailey, Jennings, Hall, Robison

Others Present: Y. Chan, J.M. Lewis, C. Pickard, D. Shelton

Approval of November 12, 2008 minutes *Approved*

Old Business: *none*

New Business:

Report of Curriculum Sub-Committee

Discussion of catalog language – Judyth Swingen

Current Catalog

Courses and Credits (p.33)

Courses with 5000-level numbers are dual-listed (4000/5000) for both undergraduate and graduate credit. That is, each 5000-level graduate course has a parallel 4000-level undergraduate course. UALR students who have completed a 4000-level class as part of a baccalaureate degree cannot receive credit toward a graduate degree by enrolling in the dual 5000-level course. Courses with numbers 7000 or above are designated exclusively for graduate students. Numbers 1000-4999 (undergraduate courses) and 6000 (UALR Law School program courses) are not in this Catalog. For all UALR course numbers, the second digit indicates the number of credit hours earned for the course.

Credit Limits (p.34)

For most programs, no more than 40 percent of a program's required minimum credit hours may be earned in 5000-level courses. For example, if a program requires a minimum of 30 hours, no more than 12 hours may be 5000-level and at least 18 hours must be 7000 or above. Individual programs may allow fewer 5000-level hours than the Graduate School.

Proposed

Course Numbers

For all UALR courses the first digit in the course number indicates the level of the course and the second digit indicates the number of credit hours for the course. Courses numbered 1000 – 4999 are undergraduate courses which cannot be applied towards a graduate degree. Courses numbered 5000 – 5999 are dual-list with 4000-level courses. In other words, the course will include both graduate and undergraduate students. Before enrolling in a 5000-level course graduate students should check with their program coordinator. Most programs do not allow students to enroll in a 5000-level course if they received credit for the parallel 4000-level course. Further, some programs limit the number of 5000-level courses that may be used in the student's graduate program. There are 6000-level courses which are not listed in this catalog because they are only open to students in the UALR Law School. Courses with numbers 7000 or above are designated exclusively for graduate students.

After a discussion of the implication of these changes, the proposal was tabled pending a meeting with the graduate coordinators. This meeting will be scheduled early in spring semester.

Curriculum Change Forms

Donaghey College of Engineering and Information Technology

(09-6005) SYEN 7332	Advanced Operating System Design	<i>Approved</i>
(08-1119) SYEN 4381/5381	Thermal and Fluid System Design	<i>Approved</i>
(09-1117) SYEN 4356/5356	Electromagnetic Waves and Antennas	<i>Approved pending inclusion of new course title on form</i>
(09-6010) SYEN 4332/5332	Applied Operating Systems	<i>Approved</i>

Report of Personnel Sub-Committee

Affiliate

Michael S. Greer, Senior Development Editor, Pearson Higher Education CAHSS *Approved*

Report of Joint Graduate Council

See attachments:

- Bioinformatics Program Changes
- Draft of Joint Graduate Council Minutes, November 13, 2008

Other Business:

Meeting Dates for Spring 2009 semester

<u>Materials Submission Deadline</u>	<u>Curriculum meeting date</u>	<u>Personnel/full Grad Council meeting date</u>
		21 January
20 January	28 January	4 February
3 February	11 February	18 February
17 February	25 February	4 March
3 March	11 March	18 March
17 March	(Spring Break)	1 April
31 March	8 April	15 April
14 April	22 April	29 April

(This schedule is subject to change.)

Dean's Report:

Dean Lewis discussed a new procedure for approving thesis and dissertation drafts before they are sent off to ProQuest and to be bound.

- Students hand in a final draft of their thesis/dissertation to the Dean, who checks it for the correct format, legal statements (i.e., IRB, animal or human involvement, biohazards, DNA and rDNA), and content. Corrections that need to be made to the thesis/dissertation are noted on yellow "sticky notes" attached to specific pages for the students' reference in making corrections. Unfortunately, no record is kept of the corrections requested from the students, and so the final manuscript may or may not have all problems fixed.
- The dean proposed using a 1-page checklist of the various formatting and approval issues to note the corrections which need to be made. This way, a copy of the checklist can be kept at the Dean's office to check the final manuscript against to make sure it is ready for publication.

The discussion of thesis and dissertation matters then morphed into a discussion of Graduate Coordinator responsibilities concerning the theses and dissertations coming out of their programs, the need for better guidelines concerning IRB and other review committees, as well as some training and possibly a handbook of Graduate Coordinator Procedures and Responsibilities.

Adjourned at 3:47 p.m.